



# MY BENEFITS

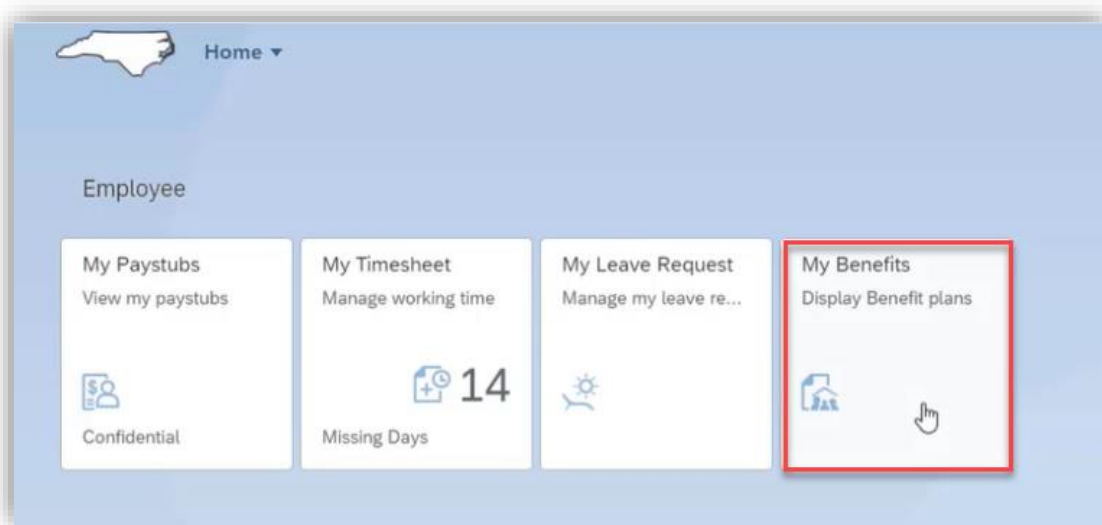
## FIO-03 | BUSINESS PROCESS PROCEDURE

FIO

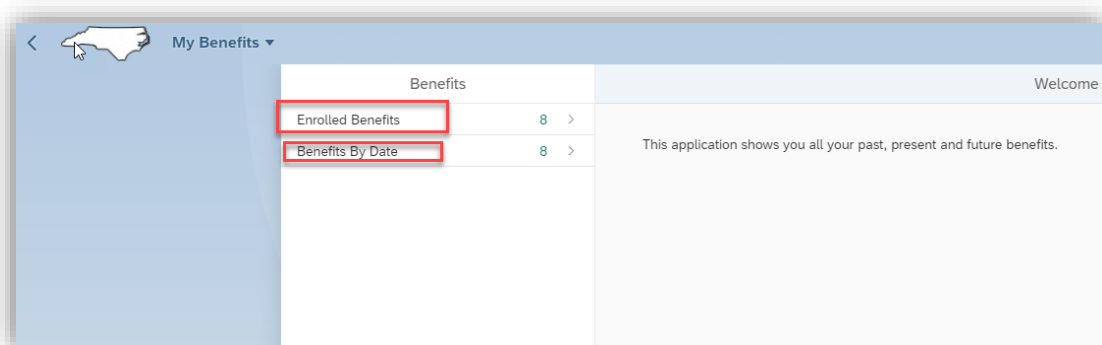
The purpose of this Business Process Procedure is to explain how to view benefits within the Fiori “**My Benefits**” application.

### Step by step for My Benefits

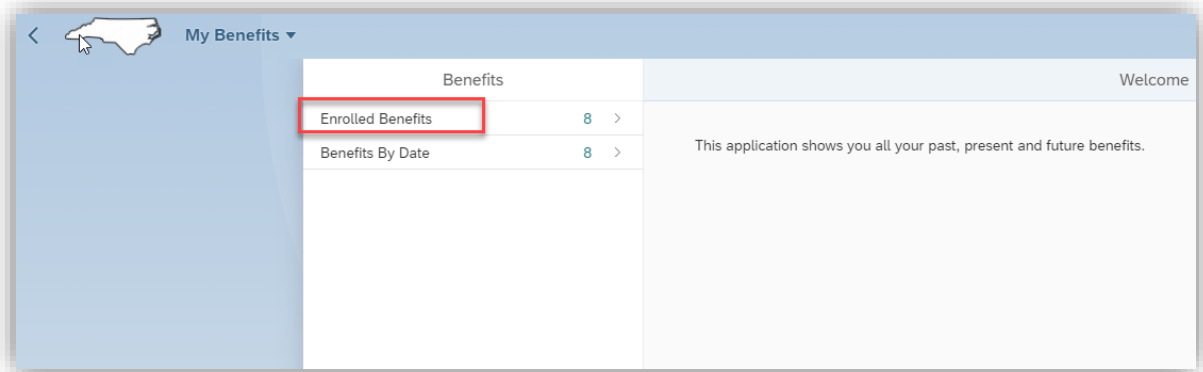
1. To check your Benefits anytime, click on “**My Benefits**”



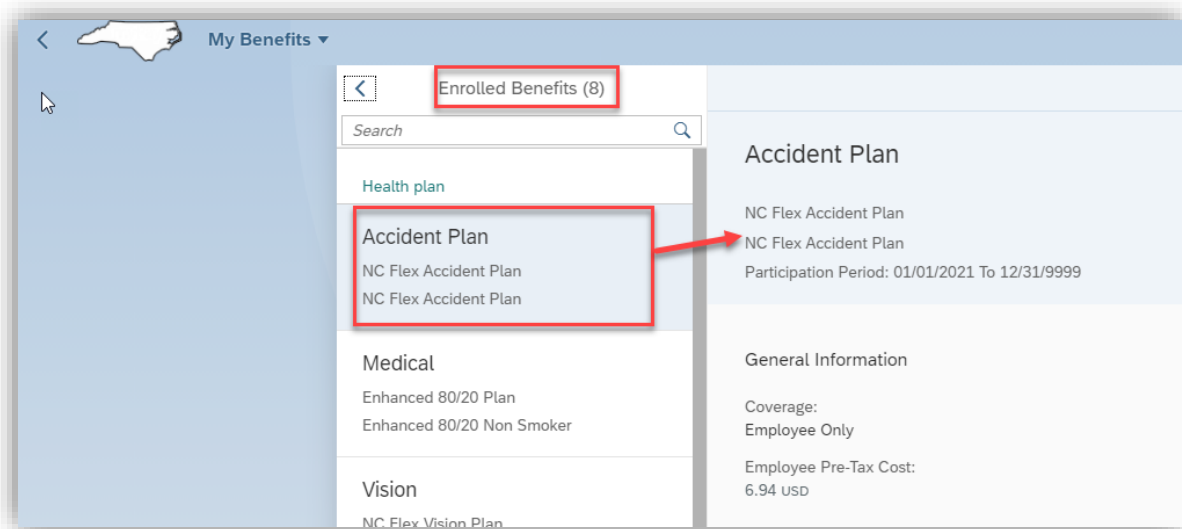
2. Once you are on the “**My Benefits**” screen, it will refresh and then display “**Enrolled Benefits**” as well as “**Benefits by Date.**”



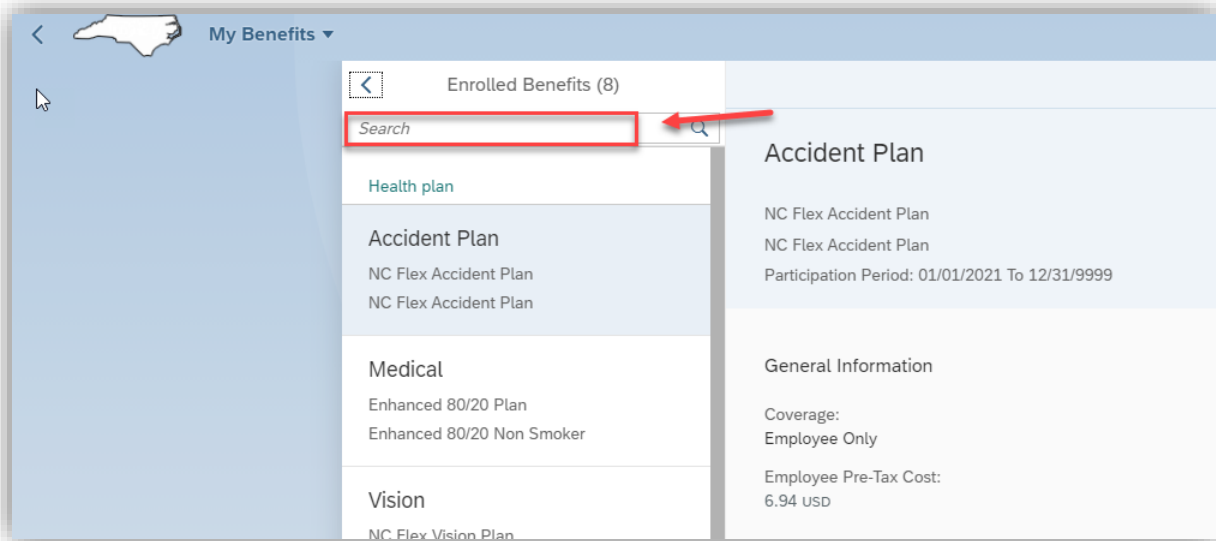
3. To see the benefits in which you are Currently enrolled, click on “Enrolled Benefits.”



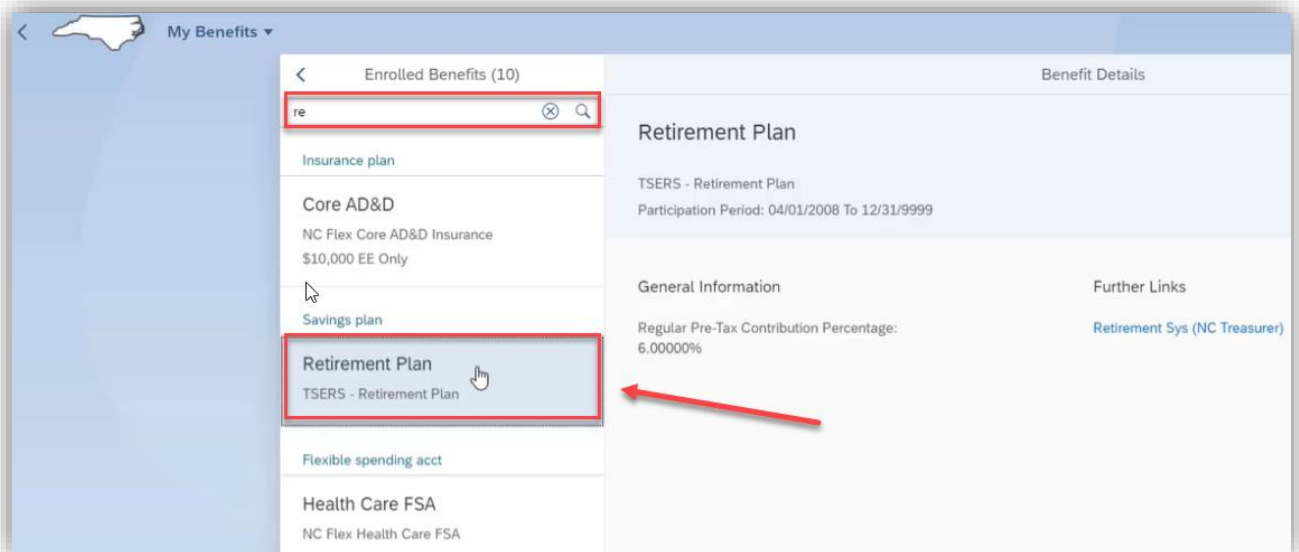
4. You can click on any of the plans in the left-hand pane to see the details in the right-hand pane.



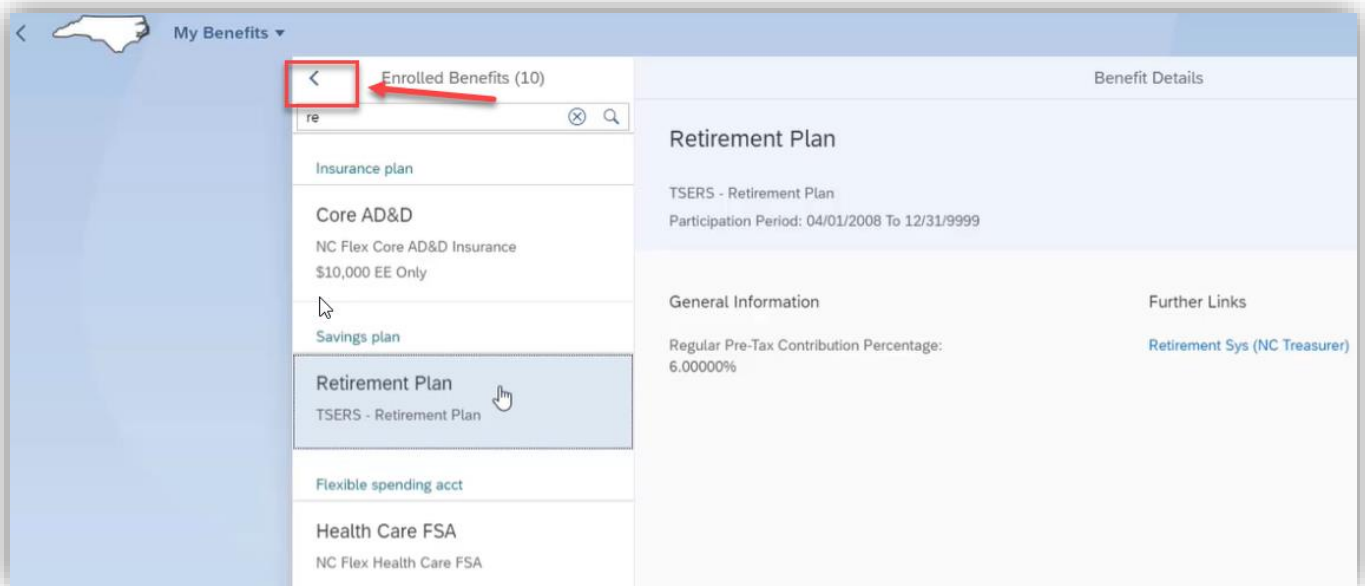
5. If you want to search for a plan, use the “**Search Window.**”



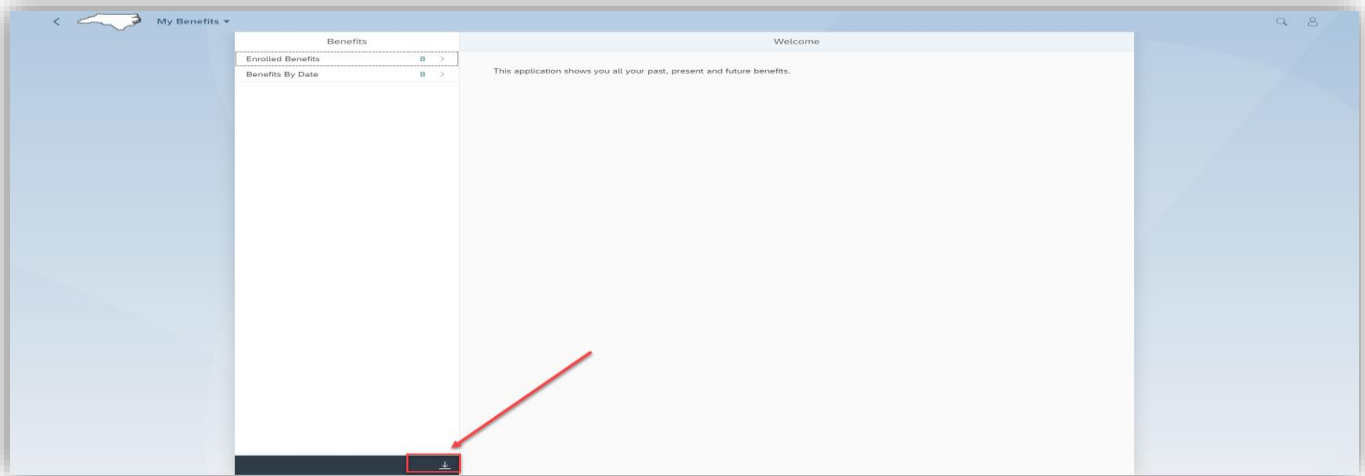
6. Just a couple of characters will probably find what you are looking for-- for example, search for “**Retirement plan.**”



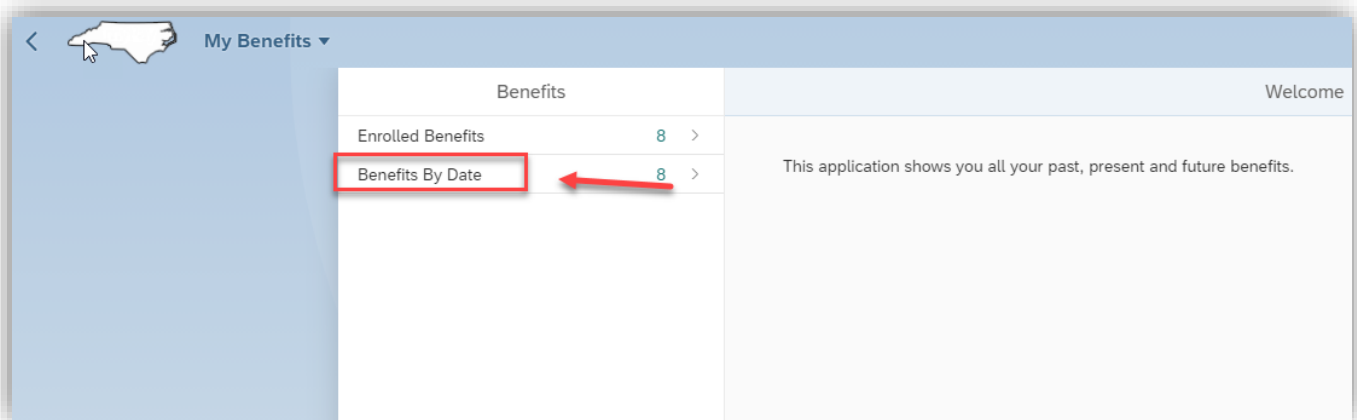
7. When finished, click the arrow at the top of the search window to go back to the main benefits screen.



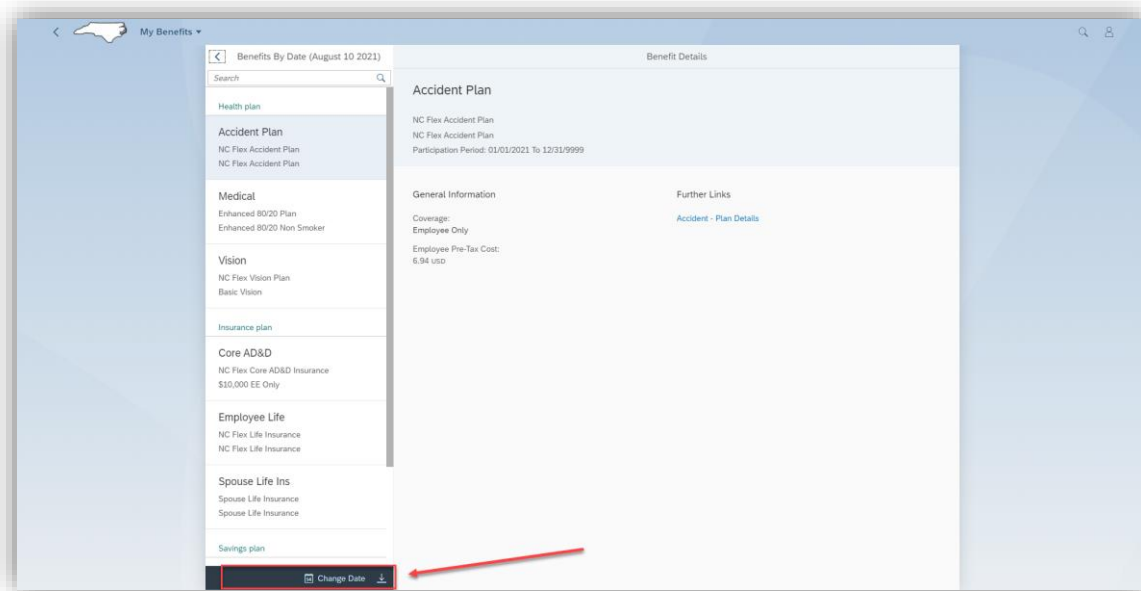
8. To download a PDF report of your “**Enrolled Benefits**,” click on the download arrow at the bottom of the screen.



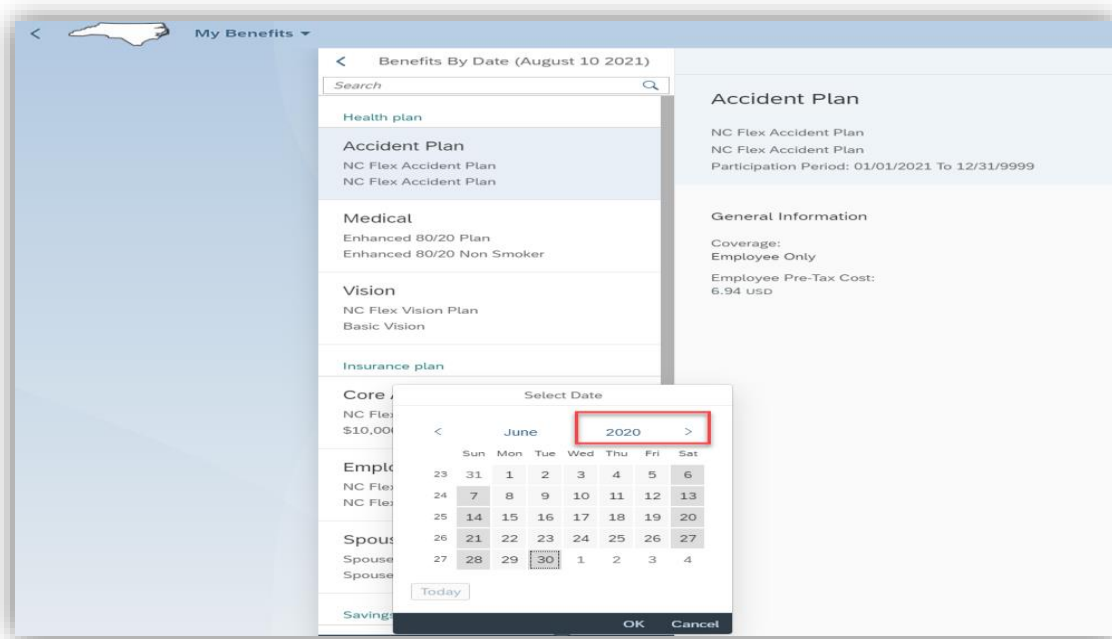
9. To review your benefits on a particular date, click on **“Benefits by Date.”**



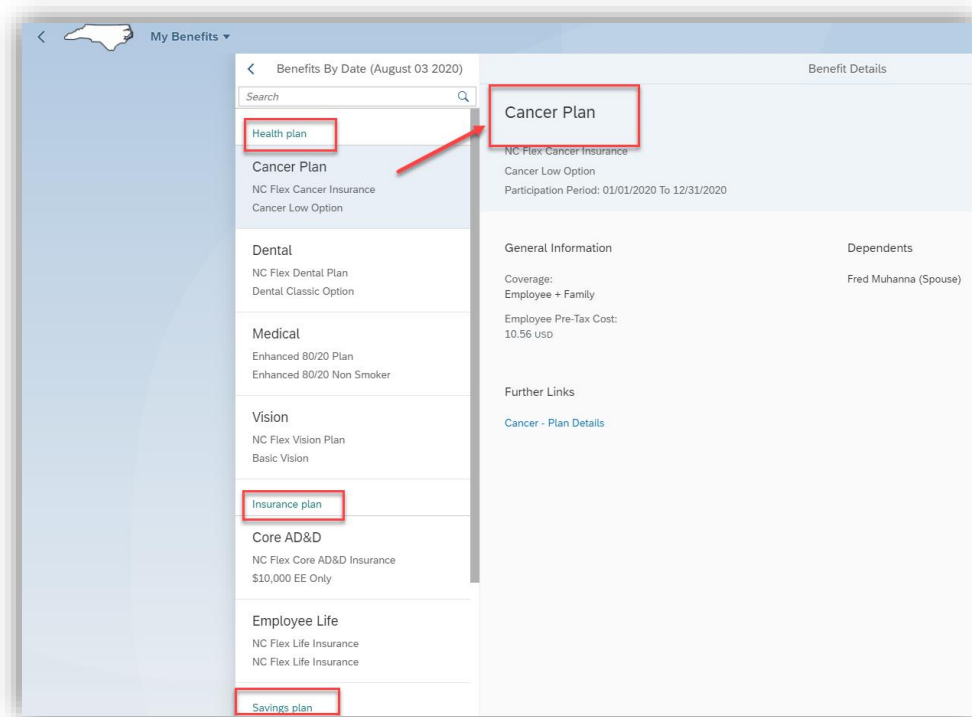
10. Click on **“Change Date.”**



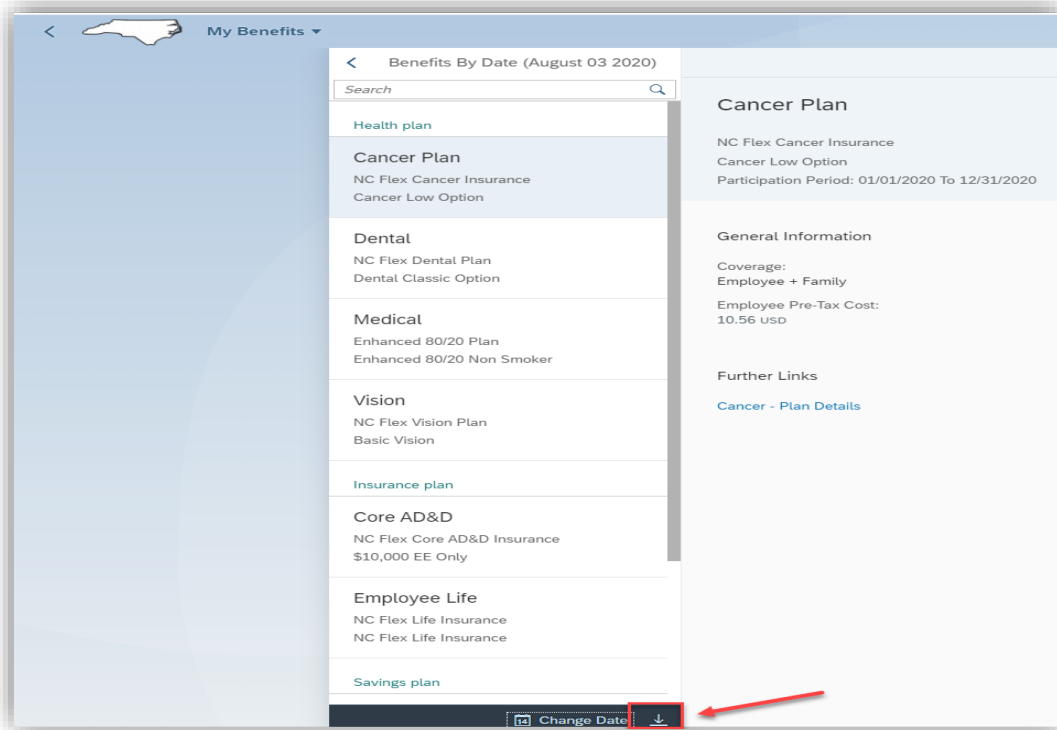
11. Choose the date you want to look for, i.e., choose a date from last year.



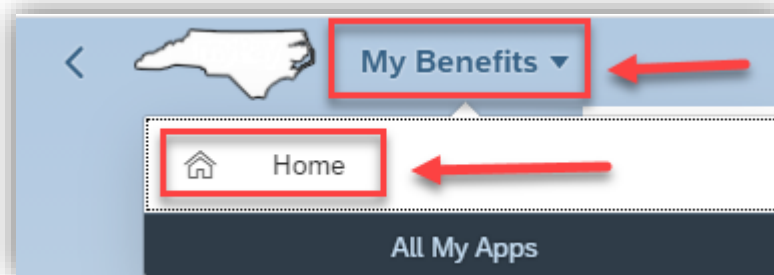
12. When the screen refreshes, it will display the benefits that you were enrolled in as of the date you selected.



13. You can **“download the report”** of that date by clicking on the **“download arrow.”**



14. To navigate to the Benefits home page, click on **“My Benefits”** and click on **“Home.”**



## Change Record

- 8/16/21 – Initial creation of BPP – Mayuri Surati